



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 17, 2013

Kandi Jameson-Altman and Sadie Patton
2406 9th Ave. South
Fort Dodge, IA 50501-5408

Dear Child Care Provider,

This letter is in regards to the October 8th, 2013 compliance check of your Level C2, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. **(Over by two children today. You will need to reduce the number of children in care and follow the regulations for a category C provider immediately.)**

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone. **(Need to post)**

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. **(move three feet away)**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) **(Sadie Needs)**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. **(Sadie Needs)**

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years. **(Sadie Needs)**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: **(Riley and Paige)**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. **(Riley and Paige)**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. **(Riley and Paige)**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **(one child)**

☐ 110.10(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "C"

☐ 110.10(1) a Not more than 12 preschool children present at any one time, including infants.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. Child Care Resource and Referral will check your home for completion of your items out of compliance with the checklist. They can be reached at 319-233-0804

Please do not hesitate to contact me at DHS at 319-292-2419 if you have any questions regarding this letter.

Sincerely,

Angela Huntington
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-233-0804.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).